

Chief, Management Staff

15 July 1954

Chief, Records Management Division

Weekly Report - Week ending 14 July 1954

1. As the result of a request from the Assistant Director, Office of Collection and Dissemination, transfer of 540 cu. ft. of records from the General Services Administration to this Agency has been accomplished.

These records concern the operations connected with the War Production Board during World War II and have been considered to be particularly significant for this Agency's use.

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Report for Week Ending 14 July 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Results of recent tests of the dual master in Washington were discussed with [] and he was advised that results were satisfactory. [] has agreed to release the dual master for overseas field tests. The printer has completed delivery on the combination record copy off-set master set, and tests of this item ^{are} ~~is~~ being conducted this week. Project 45 $\frac{1}{2}$ % complete.

Project 4-86 - Forms Index

The Reproduction Plant has failed to meet a scheduled delivery date of 9 July. Project 72% complete.

Project 4-95 - Forms Management Handbook

No change in status. Project 2 $\frac{1}{2}$ % complete.

Project 4-103 - Preparation of Final Type Forms Copy By Forms Management Branch

No change in status. Project 10% complete.

Change in Forms Numbering System

All Area Records Officers and interested Logistics Office personnel have been informed by memorandum of the recent change in the forms numbering system. Eight forms have been redesignated since the first of July.

Study of Stocked Forms Supply System

Memorandum to Logistics Office relative to sanitization of forms for overseas use is in process of coordination in the Security Office.

Study of OO Information Reports

Specifications have been drafted, approved by the Area Records Officer OO/C. and released to Logistics for procurement. Discussion between [] of Sovmat Staff of OO have resulted in an agreement that the use of these forms will be expanded to include the OO/T series of reports.

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Air Raid and Fire Emergency Plans in []

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1. [] has prepared a draft *fire and evacuation* plan for consideration. It is hoped that this plan can be completed and released in the near future.

2. The time for testing the air raid horn has been changed from 12:02 hours each Monday to 11:55 hours each Monday. All personnel in [] have been notified of the change by memorandum.

Forms Management Briefing

As a result of a discussion between [] it has been decided that all Area Records Officers will be briefed on the Agencies Forms Management Program in the near future. Presentation of the set of vue graph slides will be made, and copies of the new forms index and the procedural instructions on Forms Management developed by the Office of Personnel will be distributed to Area Records Officers at this time. A definite date for this briefing has not yet been established as it depends upon the availability of printed materials, arrangement for the conference room in I Building, and availability of Area Records Officers.

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Summary of Individual Forms Activities

	<u>No. of Requisitions</u>	<u>No. of Copies</u>
New	7	20,620
Revisions	8	51,820
Reprints	10	65,000
Overprints	<u>6</u>	<u>56,000</u>
Obsolete (2)		
Total	31	193,440

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Report for Week Ending 14 July 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics
Office

a. Reports Management - No change from previous report. Project is 20% complete.

b. Correspondence Management - Analyzed reading files of Real Estate and Construction Division covering the period 1 July 1953 through 30 June 1954. Extracted approximately 50 letters and memorandums for further study and adaption to pattern correspondence. Requirements for reports were also noted. Project is 70% complete.

Project 4-94 - Office of the Comptroller Reports Management
Program

No change from previous report. Still awaiting the Deputy Comptroller's comments on the proposed program. Project is 23% complete.

Project 4-98 - Correspondence Handbook

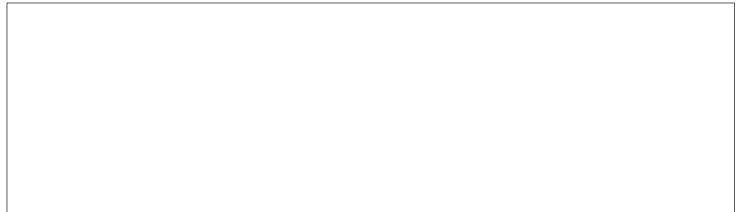
Final copy, including the 18 exhibits, has been completed with exception of the index. Preliminary index is being revised, concurrent with our proofreading of the Handbook. A cursory review of the final copy of the Handbook by [redacted] secretary to the DCI, and [redacted] Clerical Training Staff, OIR, has been requested. We hope this can be accomplished this week.

General Information

a. The vari-typed copy of the pamphlet "An Introduction to Reports Management" was proofread and returned to Printing and Reproduction Division. Printed copies are scheduled for delivery 24 July.

b. The proposed Agency regulation for the preparation and handling of dispatches was discussed by [redacted] Regulations Control Staff, and [redacted] RI. Further discussion will be withheld pending return of [redacted] from military leave 20 July. In the interim, proposals by Commo. and TSS to develop a carbon interleaved snap-out set will be investigated.

c. Evaluated Employee Suggestion No. 1018 on curbing the unnecessary use of courtesy copies.



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Report for Week Ending 14 July 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

The prepared records control schedule has been approved by 8 of the 14 organizational elements. It is anticipated that approval by the six remaining elements will be completed this week.

Project 4-78 - Records Management Survey, Office of General Counsel

No change from previous report.

Project 4-79 - Records Management Survey, Foreign Broadcast Information
Division

A disposal schedule for the records of this Division has been submitted to the National Archives for study and appraisal.

Project 4-97 - Records Disposition Handbook

No change from previous report.

Project 4-113 - Records Management Survey, Foreign Documents Division

No change from previous report.

Project 4-116 - Records Management Survey, Security Office

No change from previous report.

Project 4-122 - Records Management Survey, Office of Chief of Operations
and Sovmat Staff

A disposal schedule for the records of the Sovmat Staff has been submitted to the National Archives for study and appraisal.

An analyst of this branch completed the transfer of 534 cubic feet of War Production Board Records from the custody of the Federal Records Center to the Agency Records Center for use by the Office of Collection and Dissemination.

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Report For Week Ending 13 July 1954
RECORDS CENTER BRANCH

Accessioning

The Records Center has received 534 cubic feet of WPB records from the Federal Records Center in Alexandria, Va. These records are being held for OCD.

25X1 [] Chief, GR/CD, has indicated a desire to transfer approximately 1000 reels of negative safety film to the Center.

During this week the following accessions were made:

Comptroller	5	cubic	feet
Logistics	4	"	"
ORR	2	"	"
Personnel	1	"	"
Training	1	"	"
OSI	1	"	"
DD/P	1	"	"
Total	15	cubic	feet

Total accessions to date - 203.

Reference

25X1 [] Library, OCD, requested and was furnished statistics on the pages of Ozalid reproduction involved in disseminating FDD "U" Reports. He stated that efforts are now being made to ease the present reproduction requirements.

General

25X1 Discussed with [] Chief, Highway Branch, LO/TD, our inability to secure transportation for records on those days previously agreed to. For two consecutive weeks the Center was able to secure transportation on Thursday only. [] explained that this failure was due to an extremely high priority operation that demanded and utilized all available trucks and drivers and equipment. It was his feeling that on the whole we should be able to operate according to our agreed schedule, but important operational priorities might at times limit our transportation.

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Recent storms removed about 40 square feet of tar paper from the loading platform roof. Two pairs of steps and a door on

are also badly in need of repair.
Estimates of the cost of this work are being secured by SM&U.

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Report for Week Ending 14 July 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project is approximately 75% complete.

A schedule for the deposit of Vital Materials has been established for the Medical Office.

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 92% complete.

See report from the Records Disposition Branch regarding status of disposition schedule. This week, the analysts are completing the installation of the files of the three or four analysts previously skipped and have forwarded 75 cubic feet of records to the Records Center.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project is approximately 7% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project is approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records -
HB 50-150

No change from previous report. Project is approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedule for All Offices

A revised schedule for the Office of Scientific Intelligence has been completed and signed. This revision is in accordance with established practice calling for an annual review of all recurring deposits.

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the OCD/BR dossiers continues. Project approximately 47% complete. Progress is still retarded pending completion of electrical repairs as reported last week.

Microfilming of Vital Materials in the Personnel Office started this week in accordance with the established schedule. It is estimated that filming time will be approximately 2 weeks. Project is approximately 20% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 10% complete.

General Information

The drafting of the proposed revision of the current courier receipt form and procedure has been completed. It is now ready for submission to the Security Office for concurrence. The proposed form will continue to be used as a courier receipt in transmitting secret and confidential material, but, in addition, will serve as a replacement for the current outgoing and incoming logs with resultant savings of 50% of the time and labor now required to prepare those logs.

An analyst from this office has assisted the Personal Property Section, Transportation Division, in converting their files to the use of standard folders with appropriate guides. At the present time, one cabinet has been completed and there are about six more to be processed. As a part of the process, the files are being screened with the result that approximately 2 cu. ft. of records from the first cabinet are being retired to the Records Center.

On July 6th Col. White authenticated for release the Agency Notice announcing the microfilming survey. Due to illness in Regulations Control it was overlooked until today. Final details prior to publication have now been ironed out and the Notice and questionnaire will be forwarded to Printing and Reproduction today.



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